

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Information Aide (3 positions) SALARY RANGE: 315A \$32395. - \$35243. Department or Agency Name: EDUCATION Division/Section/Unit: Race to the Top Assignment(s) / Comments: *Shift will vary per position 8:00 a.m. -4:00 p.m. or 8:30 a.m. - 4:30 p.m. Shift and Days: MON-FRI 1ST *8:00 a.m. -4:30 p.m. Job Location: 255 Westminster Street, Prov., RI Restrictions/Limitations: Pending FTE approval and Race to the Top funding- Limited Period ending 06/30/2015 Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Name of Bargaining Unit Union: Council 94 - Local 2872 There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		CLASSIFICATION CODE: 02760200 REFERENCE POSITION NO.: 1415-14000 Pos#s 15, 16 & 17 APPLICATION PERIOD: 08/23/2010 - 09/3/2010					
	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <table border="0"> <tr> <td>• The title of the position for which you are applying</td> <td>• Name of department where you are currently employed</td> </tr> <tr> <td>• Title of your present position and date you entered it</td> <td>• Your business telephone number</td> </tr> <tr> <td>• Date you entered State service</td> <td>• Present Union Affiliations</td> </tr> </table> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).			• The title of the position for which you are applying	• Name of department where you are currently employed	• Title of your present position and date you entered it	• Your business telephone number	• Date you entered State service
• The title of the position for which you are applying	• Name of department where you are currently employed							
• Title of your present position and date you entered it	• Your business telephone number							
• Date you entered State service	• Present Union Affiliations							

General Information to Candidate	E-verify program employer	
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Statement of Duties	DUTIES / RESPONSIBILITIES: CLASSIFIED JOB DESCRIPTION: Information Aide To independently provide a broad spectrum of substantive, authoritative and technical information through assessment of client/customer needs, research/analysis and resource evaluation; and to do related work as required. (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
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Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through graduation from a senior high school; and Experience: Such as may have been gained through employment in a responsible clerical position which involved dealing with the public, customers and clients. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
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Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME and CS-14 Application to: Human Resource Development RI Department of Education 255 Westminster Street Providence, RI 02903 Telephone #: (401) 222-4274 Fax #: (401) 222-5106 TTY/TDD #: Relay RI 1-800-745-5555 (Telecommunication Device for the Deaf)	
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STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER